

New Construction

Occupying

Procedures for the Naming of Schools, Facilities, and Properties

Criteria for naming District Schools or Facilities or Properties are:

- A facility may be named after a geographic location and/or section of the District it serves.
- The name should be clearly identifiable with the facility.
- The name should not conflict with similar names of other facilities within the District or surrounding school districts.
- If a facility is named for a person, the individual shall be one who has demonstrated exemplary moral character, who has made an outstanding contribution to education, humanity or community and has displayed outstanding leadership, or who has been identified as a person of historical significance. If the individual is living, written permission must be secured prior to approval.

Naming Procedures:

- In the event that a District facility or property or portion of such is to be named, the Board may appoint an ad hoc selection committee. The committee may consist of one Board member, one administrator, one citizen from the District, one student from the District and one teacher from the District. If more representation is desired, the Board may appoint additional members of this ad hoc committee, keeping the balance of the committee as is appropriate to the task.
- The selection committee may involve the staff, students and community in the process and may employ any reasonable means to do so. Names proposed to the committee should be collected in written form with the name of the person submitting the proposal and his/her association to the District identified on the form.
- The selectin committee will review all of the names suggested. Consideration will be given to all persons who have made significant contributions to the District, its facilities and programs. One name will be selected and sent forward to the Principal of the building for review.
- The Principal reviews the recommendation. She/he approves the recommendation or lists his/her concerns about the recommendation. This review is sent to the Superintendent.
- The Superintendent reviews the committee's recommendation and the recommendation of the Principal. The Superintendent then sends a recommendation to the Board for approval.
- The Board reviews the recommendation of the Superintendent and may approve or reject the recommendation. The Board makes final approval on the name of any District facility by a majority vote.

Renaming Request:

In the event that a person or group feels a facility should be renamed, a request should be put into writing stating the reasons for the request and the name(s) of the persons) or group making the request. All criteria, as listed in this policy shall be followed. This request shall be submitted to the Board who may approve the request or set up an ad hoc selectin committee as identified above.

Policy Approved: March 20, 2017

Policy Revised: